



# HOWARD COUNTY DEPARTMENT OF RECREATION & PARKS

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Columbia, Maryland 21046

410-313-4640

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## SCHOLARSHIP APPLICATION

Completion of this form and submittal of proper documentation is required before your scholarship application can be reviewed and/or approved. All information will remain strictly confidential. See the attached Financial Assistance Policy for guidelines and procedures. Some programs are not eligible for financial assistance. For more information please call 410-313-4659. Applications and documentation can be faxed to 410-313-4658. Please print clearly.

Parent's name \_\_\_\_\_ Home Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Work /Cell # \_\_\_\_\_ E-mail address \_\_\_\_\_

Annual Income \_\_\_\_\_ Number of household members \_\_\_\_\_

Household member name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Household member name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Household member name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Household member name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I certify that this includes the entire income for my household to the best of my knowledge. I also acknowledge that I am responsible for any fiscal misrepresentations on behalf of payments made to Howard County Department of Recreation and Parks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INCOME VERIFICATION: Please submit one or more of the following documents with this application:

☐ US Federal Income Tax Return (first page) Year: 20\_\_\_\_

☐ Food Stamps Award

☐ SS or SSI Award

☐ Public Assistance ☐ Public Housing ☐ Energy Assistance ☐ Other (explain on reverse)

**DEPARTMENT USE ONLY:** Reduction Percentage \_\_\_\_\_ Enrolled \_\_\_\_\_ Not Enrolled \_\_\_\_\_

Program \_\_\_\_\_ Participant \_\_\_\_\_ Adjusted Program Fee \_\_\_\_\_

Paid in full \_\_\_\_\_ Payment Plan: Deposit Rcvd \_\_\_\_\_ Balance Due \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

This Scholarship is valid until \_\_\_\_\_.

A new Scholarship Application with income verification must be submitted each year, beginning \_\_\_\_\_.

The reduction applies to Recreational Licensed Childcare, as well as one recreational program, per family member, per season.

Scholarships do not apply to late pick up fees, late payment fees or RLC registration fees.

Disapproved by \_\_\_\_\_ Reason \_\_\_\_\_

## Financial Assistance Policy - General Information

Applicants must be residents of Howard County. Qualifying income guidelines have been established by the Howard County Department of Recreation and Parks. The current ceiling is \$56,000 per year for a family of 3. Qualifying income is subject to change.

A Scholarship Application must be completed and submitted with the required verification of income, as listed on the application form.

The signature on the scholarship application form constitutes a contract and is an agreement that parent/participant will pay the required reduced fee for the program.

When a scholarship is awarded, a reduction in fee percentage rate is determined. Uneven dollar amounts are rounded to the nearest dollar. Some programs may have a maximum dollar limit. At this time ALL trips are limited to a maximum of a \$60.00 reduction, (if percentage award would exceed that amount).

Scholarship awards are valid for one recreational program, per family member, per season until your scholarship expires as indicated on your approved application form. Materials fees, expenses and childcare registration fees and late fees are ineligible for any reduction.

A new Scholarship Application and verification of income must be submitted each tax year when a currently approved scholarship expires, and will be accepted beginning in February.

A 25% deposit is required to hold space in a program while the application is being reviewed. This does not guarantee funding, eligibility for a reduced rate nor approval of paperwork provided. It merely holds the registration during the process. A deposit can not be accepted within one month of the program's start date.

Any program sponsored by another organization that is promoted/advertised by the county is not covered by this policy. Ticket sales and Western Howard county Baseball/Softball are examples of current ineligible programs.

The 25% deposit requirement to secure placement in a program may be waived if another organization has agreed in writing to cover a portion or total fee of the program. Parents/participants are required to pay any portion, which is not covered by the reduced rate or the other organization, prior to the program start date.

Programs MUST be paid in full at the reduced rate before the start date of the program or the participant will not be allowed to attend. Continual late payments may cause the reduction to be revoked or result in the children being removed from the program.

Payment plans are available upon request for large dollar programs or if a reduced rate is denied. Payments must be made as specified for participant to maintain the registration space. Non-County residents may request a payment plan.

Refund requests will be processed as per Department policy for each program.